Enclosure F

Helpful Hints for Type 2 Requests via the
Student Aid Internet Gateway

During the 2001-2002 PIN Mailer Request process, EDE schools that submit Type 2 PIN Mailer Requests made a few errors when submitting their requests. Here are the most common errors and tips on how you can avoid them, and how to fix them if you receive an error file containing one of these errors.

Helpful Hints	
CPS rejected PIN Mailer Request because the request file contained…	**Review your request file to ensure that…**
Lowercase information	All alphabetical information in the file is in ALL CAPITAL LETTERS.
Incorrect order of the layout	The order of records in the file is: - O*N05 (SAIG network header), - CPS HEADER, - Type 2 Request Individual PIN Mailer Request records (student IDs), - CPS TRAILER, and - O*N95 (SAIG network trailer). **NOTE:** Schools transmitting their data with the EDconnect software do not need to add the SAIG Header and Trailer records, as the software does this for you.
Unnecessary data provided in CPS Header or Trailer	Positions 57 to 109 in the CPS Header and Trailer records are blank.
Lower case student name IDs	All student name IDs are in CAPITAL LETTERS.
Blank lines between data lines	There are no blank lines between data records in the file.
Quotes around CPS HEADER	There are no quotation marks (") around CPS HEADER, which is located in positions 1 to 12 in the CPS Header record.

Helpful Hints (Continued)	
CPS rejected PIN Mailer Request because the request file contained…	**Review your request file to ensure that…**
CPSHEADER instead of CPS HEADER (one word instead of two words)	The phrase "CPS HEADER" is two words - "CPS" followed by a space followed by "HEADER" - in positions 1 to 12 in the CPS Header record. **NOTE:** Put blanks in positions 11-12, as the phrase "CPS HEADER" is only 10 characters. Do not include quotation marks.
The term "CPS HEADER" was not included in the Header record	"CPS HEADER" is included in positions 1 to 12 of the CPS Header record.
An incorrect value for the "Data Record Length" field in the CPS Header and Trailer records	Positions 13 to 16 of the CPS Header and Trailer records contain "0109", the correct record length of the data records.
An incorrect value for the "Type of Data Transmitted" in the CPS Header and Trailer records	The value "7" is in position 17 on the CPS Header and Trailer records. The value for "Type of Data Transmitted" is "7" (for PIN Mailer Request), not "R" (for Renewal FAFSAs).
An incorrect value for the "Award Year" field in the CPS Header and Trailer records	Positions 53 to 56 of the CPS Header and Trailer records contain the incorrect award year. The appropriate award year for 2002-2003 is "0203".
Quotes around CPS TRAILER	There are no quotation marks (") around CPS TRAILER, which is located in positions 1 to 12 in the CPS Trailer record.
CPSTRAILER instead of CPS TRAILER (one word instead of two words)	The phrase "CPS TRAILER" is two words - "CPS" followed by a space followed by "TRAILER" – in positions 1 to 12 in the CPS Header record. **NOTE:** Enter a blank in position 12, as the phrase "CPS TRAILER" is only 11 characters. Do not include quotation marks.
The term "CPS TRAILER" was not included in the CPS Trailer record	"CPS TRAILER" is included in positions 1to 12 of the CPS Trailer record.

Helpful Hints (Continued)	
CPS rejected PIN Mailer Request because the request file contained…	**Review your request file to ensure that…**
No network Header/Trailer (ONLY schools using the mainframe version of the SAIG transmission software)	The network Header and Trailer records (O*N05 and O*N95, respectively) are in the file in addition to the CPS Header and Trailer records.
A TG identifier in network header that doesn't match CPS HEADER	The TG identifier in the network header must match the TG identifier provided in positions 18 to 24 of the CPS Header record.
Application or Correction data	You should not send Electronic Application, Electronic Renewal Application, or Electronic Correction data in the RADD03IN message class.
Duplicate student identifiers	Each student identifier (SSN and the first two letters of the last name) provided in each student ID block of the detail line must be unique. Do not send the same student identifiers in all five student blocks in the record.
No detail Individual PIN Request records	Individual student PIN data requests are included within the Type 2 PIN Mailer Request file. Do not send an empty file.
Detail Individual PIN Request records in the Incorrect position(s)	The detail records start in position 1 with the Destination ID. Do not start a Type 2 detail record with a blank.
Federal School Code in incorrect position	Your Federal School Code is in positions 71 to 76 of the Type 2 Individual PIN Mailer Request detail lines.
Student identifier in incorrect position(s)	The student identifiers (SSN and first two letters of last name) are positioned correctly within the Type 2 Individual PIN Mailer Request detail lines. All five student ID blocks per line do not need to be populated, but at least one student identifier per line must be provided.
Invalid PIN Mailer Indicator (position 80 of the Type 2 Individual PIN mailer request record layout)	The PIN Mailer Indicator for PIN mailer request files must be set to 'Y' (request CPS to print and send PIN mailers to students) in position 80 of the Type 2 Individual PIN Mailer Request Export File detail lines.

Helpful Hints (Continued)	
CPS rejected PIN Mailer Request because the request file contained…	**Review your request file to ensure that…**
A resubmission of PIN Error File sent by the CPS to the school	The EREP03 file (PIN Mailer Request Error file sent to your school by the CPS) is not returned to the CPS for the second PIN Mailer Request file.

Please also note the following information regarding the Type 2 Individual PIN Mailer Request Detail record layout:

- Field #2 (Year Indicator) has modified valid field content of '3' for new processing cycle
- Field #19 (Error Code field on EREP03 record layout) has modified error code values

The following is an example of a correctly formatted Type 2 Individual PIN Mailer Request Export file. Your file should look similar to this:

```
CPS HEADER  01097TGXXXXX  20011006115100              0203
TGXXXXX32 111111111AB 222222222AB 333333333AB 444444444AB 555555555AC @@@@@@ Y
TGXXXXX32 666666666AD 777777777AD 888888888AD 999999999AD 101010101AD @@@@@@ Y
TGXXXXX32 121212121AD 131313131AD 141414141AH 151515151DN 161616161DO @@@@@@ Y
TGXXXXX32 171717171ZN 181818181ZO 191919191ZO 202020202ZU 212121212ZU @@@@@@ Y
TGXXXXX32 232323232ZU 242424242ZU                                      @@@@@@ Y
CPS TRAILER 01097TGXXXXX20011006115100              020300022
```

- XXXXX = your school's TG number
- @@@@@@ = your school's Federal School Code